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19 September 1968

MEMORANDUM FOR: CIA Records Management Board

ATTENTION: [REDACTED]

25X1A

SUBJECT: ONE Purge of Inactive Records

REFERENCE Memo from Executive Director-Comptroller dated
4 September 1968, subject: Purge of Inactive
Records

1. Responsibility for the records purge and follow-on
procedural improvements rests with the following individuals in
the Office of National Estimates:

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[REDACTED] -- Executive Officer
[REDACTED] -- Records Officer
[REDACTED] -- Assistant Records Officer

2. On Monday, 16 September 1968, [REDACTED]
spent the day at the Agency Records Center reviewing the records of
this Office and discussing with Agency Records Officers various pro-
posals for reducing the volume of our holdings.

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3. We have had a program in effect, dating back to 3 August
1956, wherein hard copies of National Intelligence Estimates are
systematically and periodically destroyed over the years. Based on
experience, we believe that this program, as it now stands, is
effective in meeting the needs of the intelligence community for
extra copies of estimates concomitantly with keeping these particular
holdings to a minimum.

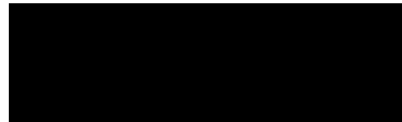
4. Over and above the estimates themselves and the "untouchable"
development files (i.e., a complete record of each estimate from its

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inception to completion), there are 77 cubic feet of ONE records at the Center. [REDACTED] checked the contents of several of the boxes on hand and noted that quite a number of papers could indeed be destroyed. We plan shortly to have the Center send us one or two boxes each week so that we may review the contents of each of the 77 boxes. This review should permit us to reduce our holdings significantly.

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Executive Officer
National Estimates

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